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Approved For Release 2000/04/14 : CIA-RDP78-03568A000300100015-1

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: T/O for the Cable Secretariat and Message Center,
Office of the Director of Central Intelligence

REFERENCE: (Attached as Tabs)

- Tab 1 - Memorandum from Executive Assistant to DCI, undated, subject as above.
- Tab 2 - Memorandum from Acting Comptroller, 10 October 1952, commenting upon T/O proposal, Tab 1.
- Tab 3 - Memorandum from Chief, O&M Service, 9 October 1952, commenting upon T/O proposal, Tab 1.

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1. Tab 1 sets forth the proposal of the Executive Assistant to the Director to add [redacted] positions to the Cable Secretariat to activate a Message Center. The positions as well as the cable processing function would be transferred from the Processing Branch, Signal Center, Office of Communications. Certain grade changes in the transferred positions have been requested in line with a revised concept of their duties and responsibilities.

2. Tab 2 presents the comments of the Acting Comptroller regarding the proposal. In summary, he concurs, stating that the cost of the Message Center will total \$227,934, or an increase of \$1,084 over the present T/O of the Processing Branch (less Archives Section) in Office of Communications. Funds for fiscal years 1953 and 1954 have been budgeted for this activity in Office of Communications.

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3. Tab 3 represents the concurrence of the Chief, O&M Service concerning the proposal. He recommends that upon approval of the proposal the existing Archives Section of the Processing Branch, Signal Center, Office of Communications be made a part of the Office of the Chief, Signal Center and the remainder of the Processing Branch positions [redacted] be deleted from the Communications T/O. He also recommends that a review of staffing of the Cable Secretariat and Message Center should be made at six months from the present date to determine that appropriate staffing provisions have been made to adequately perform the mission and to determine whether overtime now totalling hundreds of hours per week has been reduced to a reasonable amount. Further, he recommends that a review of messenger (courier) positions and service as regards cables, particularly in the DD/P area, be also made at this time.

4. This Office has obtained job information in substantiation of the grades proposed by Tab 1. The only change recommended is to

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establish positions [REDACTED] as Couriers GS-4, in view of the responsibility for the distribution of Top Secret material, rather than as Messengers GPC-3 proposed in Tab 1. This change is concurred in by the Chief, Cable Secretariat.

5. It is recommended that the proposed T/O for the Cable Secretariat and Message Center be approved as modified by substitution of two Couriers for two Messengers, and that the Office of Communications T/O be adjusted in accordance with recommendation of O&M Service, Tab 3.

[REDACTED]
Assistant Director (Personnel)

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3 Attachments
As stated

Action by Approving Authority

Date 28 Oct 52
T/O & Ceiling Approved (Disapproved),
Exceptions, if any

15/ L. K. White
Deputy Director
(Administration)

~~SECRET~~

Security Information

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Deputy Director, Administration
Attn : Classification and Wage Administration Division, Personnel Office
Executive Assistant to the Director

Table of Organization for the Cable Secretariat and Message Center,
Office of the Director of Central Intelligence

1. The attached Table of Organization for the Cable Secretariat and Message Center, Office of the Director, Central Intelligence is forwarded for action in accordance with CIA Notice No. 67-52, dated 27 May 1952.

2. The proposed T/O provides spaces for continuing the functions of the Processing Branch as it existed under Communications as well as for the additional functions of the Cable Secretariat and cable messenger courier service. Certain jobs have been upgraded and others downgraded in order that the grades may be in agreement with the revised duties. The total number of ^{positions} recommended is one less than the present T/O and the budget is roughly the same. The Message Center will function on a 24-hour, 7-day a week basis.

3. The T/O for the Cable Secretariat has already been approved subject to review. Position #8 is now established as a GS 5; however separate action has been initiated to reallocate position #8 from a Secretary-Receptionist, GS 5 to an Administrative Assistant, GS 7.

4. Included in the proposed T/O are positions to provide for a messenger/courier service to operate under the control of the Message Center. It is intended that these messengers and couriers will deliver only cables to a central cable desk in each area division and staff located in Buildings "I", "J", "K", "L", "M", "N", Admin, North, South, Central, and Quarters Eye. They will pick up for dispatch completed cables from those same offices. These messengers will not be used to effect delivery to other buildings nor for carrying cables from one point to another for coordination or approval.

5. In order that messengers and couriers may be recruited and assigned and to free productive persons now filling in as messengers and couriers, it would be appreciated if action could be expedited. If feasible, perhaps that part of the proposed T/O concerning messenger/courier slots could be acted upon separately.

6. Effective upon approval of the proposed T/O, action will be initiated to effect the personnel actions required, and to effect the appropriate change in the Signal Center, Communications T/O. Job descriptions now being prepared, are basically the same as those now existing for the same jobs in Signal Center, Communications.

7. The DAD/CO has concurred in this action.

Attachments: 2

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Next 1 Page(s) In Document Exempt

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